



CITY OF  
KIRKLAND, WA

invites your interest  
in the position of

## PUBLIC WORKS SUPERINTENDENT

\$121,477 to \$158,500  
plus excellent benefits package



First Review Date: July 1, 2022  
Open until filled



## The Community

The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic Mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and play. This lakefront community has a small-town feel, a sense of history, a strong appreciation for quality of life, and a strong commitment to inclusion and equity. Community members and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award-winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. Founded by Peter Kirk in 1888, and incorporated in 1905, Kirkland covers 18 square miles, and has grown into a vibrant city of 90,660 community members.

As a waterfront community, Kirkland is recognized as a Pacific Northwest gem rich in contemporary culture including art galleries, fine restaurants, specialty retail shops, numerous and diverse parks, festivals, open markets, and community events. It is near several major transportation routes including I-5, I-405, and State Route 520. The City boasts of 53 parks including 12 that are located on the waterfront. The City is also home to a range of cultural and business interests including the nationally recognized Kirkland Performance Center and the Northwest headquarters of Google. The 2021-22 biennial budget for the City is \$584 million with a staff of approximately 638 FTEs.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Community members are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council/Manager form of government, with a seven-member City Council, including a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. Kirkland is a full-service city, providing a wide range of municipal services. The management team comprises the City's department directors who enjoy cooperative and effective working relationships.

### City Departments Include:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire & Emergency Mgmt.
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works



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## Experience and Education

High school diploma or GED and 10 years' experience in construction management, street, landscape, fleet, and utility maintenance programs, or similar areas; and 5 years of progressively responsible supervisory experience. In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the essential duties and responsibilities listed above.

The candidate must complete a background check and have or be able to obtain upon hiring a valid Washington State driver's license.



## Superintendent

The Superintendent position serves as an impactful leader within the Public Works Department and across the City. Over the last ten years, with annexations and planned comprehensive growth, the City of Kirkland has had to expand its operations serving an estimated population of 45,000 to over 90,000. This position will play a key role in continuing to strategically shape the public works culture and operations to meet these increasing demands and expectations from the City Council, City Manager, and the public.

This is an exciting time for the Department! It is currently developing its vision statement and creating an action plan to follow. The Public Works Director sees this position as a key partner in leading the department through these necessary and evolving changes.

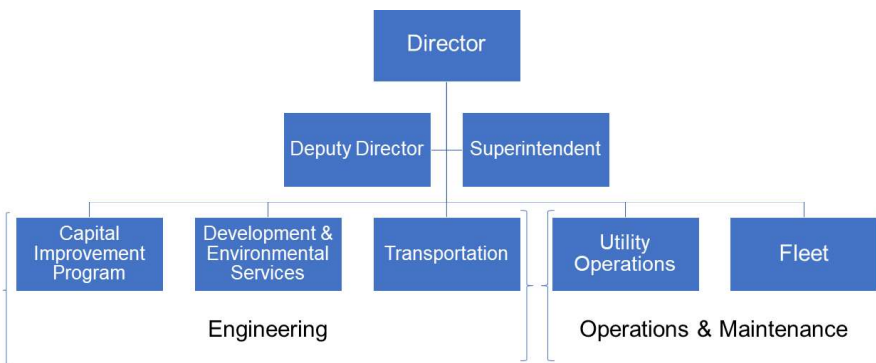
The Department is moving toward proactive succession planning and this position is an instrumental part of the long-term effort to provide internal advancement opportunities. This position will be expected to actively prepare a professional development plan, be knowledgeable on industry trends, and to model continuous growth and learning.



## Public Works Department

The City of Kirkland Public Works Department currently consists of five primary functions: Capital Improvement Program, Development and Environmental Services, Transportation, Utility Operations, including Water-Wastewater and Surface Water, and Fleet.

The Superintendent provides leadership and management oversight of the entire operations division, except for Transportation Operations and Maintenance, and is responsible for all activities of the Maintenance Center, including over 70 employees.



## Compensation

The Public Works Superintendent has an annual salary of \$121,477 to \$158,500. The City also offers an outstanding benefits package including:

- Medical/Dental/Vision coverage for employee and dependents
- Free Employee Health Clinic
- City paid Life Insurance
- Municipal Employee's Benefit Trust (MEBT)
- ICMA Retirement Trust
- Vacation – 104 hours per year accrued monthly (max accrual 25 days/yr)
- Sick – 8 hours per month
- Holiday – 12 days per year (including one floating holiday)
- Forty hours of management leave per year
- Employee Assistance Program
- Flexible Spending Account
- Wellness Program (including free on-site workout facility)
- Community Service Day (day off for volunteer community service)
- Free regional transit pass
- Relocation Assistance

## Candidate Profile

Kirkland is seeking an experienced and knowledgeable individual to serve as Superintendent of the Public Works Department. The ideal candidate is a skilled leader with excellent oral and written communication skills. This candidate should have advanced organizational skills to manage multiple priorities and lead cultural and operational change. The successful candidate will have comprehensive knowledge of project management principles, construction methods, engineering practices, competency in organizational development strategies, along with a commitment to equity and inclusion.

The Public Works Superintendent will provide high level management and maintain open lines of communication with the various functional units within the Department. Important management attributes include the ability to make timely and informed decisions, be approachable, relatable, compassionate, maintain good credibility with staff, be trustworthy and an excellent leader and mentor.

The City of Kirkland provides an exceptional work environment that is marked by employee excellence, outstanding customer service, and high levels of community satisfaction. The Kirkland community is a livable, walkable, sustainable and safe community and Public Works is committed to preserving Kirkland's unique quality of life.

## To Apply

The City is recruiting and accepting applications for this position through the GovernmentJobs website: <https://www.governmentjobs.com/>

Interested applicants must submit a packet including a resume (3 pages maximum), and a cover letter detailing your experience, leadership style and why you are interested in the Superintendent position.

Completed packets are due for first review by midnight, June 30, 2022. The position is open until filled. References will be contacted only following candidate approval.



Downtown Kirkland Marina Park